

File

17 April 1963

**MEMORANDUM FOR: All Members of the Mail and Courier Desk  
Force**

**SUBJECT : Minutes of 16 April 1963 Meeting**

1. Attached hereto is a draft of the minutes of the 16 April 1963 meeting for your information and review.
2. The minutes will be discussed, amended or changed as necessary and adopted at our next meeting on 23 April 1963.

[Redacted]

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**Attachment:  
As stated.**

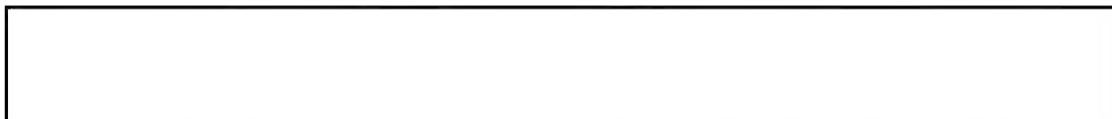
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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Minutes of Mail and Courier Task Force Meeting  
of 16 April 1963

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2. The draft Headquarters Notice re Mail Service, forwarded to Task Force members with the minutes of the 9 April meeting was considered. The draft was approved with the exception of that portion which would require reimbursement for special courier services. A study revealed that currently, approximately 7800 special trips are made annually at an average cost of \$3.25 each, total about \$25,000. It was felt that the cost of processing 7800 vouchers was not justified even though reimbursement might result in fewer special requests.

3. a. A sample sticker "Priority - Send by Tube" was approved for adoption. The Chief, Logistics Services Division and CIA Records Administration Officer were requested to prepare, publish and arrange for distribution. Several ideas for posters to encourage use of the tube system were considered. The draft material was handed to the Chief, Logistics Services Division for consideration for possible future use.

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b. [redacted] reported he had had a discussion with the Cable Secretariat re use of the tube system. The major obstacle at present is the DD/P limitation on RYBAT and KAPOK material. Currently these cables must be handcarried so it is more efficient to carry all cables. When this restriction is removed the Cable Secretariat will be much interested in moving cables by tube.

4. The question of a suitable re-usable envelope for movement of intra-Agency mail was considered. Office of Logistics reported that 40 different envelopes are stocked, two of which were designed for re-use. The annual cost for envelopes is approximately \$32,500. Several members indicated that the re-usable envelopes were not readily available in all building supply offices. [redacted] taking necessary action.

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5. Following a discussion concerning publication of a complete detailed mail address list it was concluded that the listing now contained in the classified directory part of the telephone directory was sufficient for mail routing purposes.

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6. The matter of intra-component movement of mail was discussed in considerable detail. It was concluded that, due to the many different functional responsibilities of the various offices, a uniform system would be impractical. This subject ties in closely with the logging requirements and will be considered further at a later meeting.

7. Consideration was given to the decentralization of the central postage stamp account to users of postage. Currently, there are 26 operational postage stamp accounts throughout the Agency, using about \$25 each in postage per month. The central account requires approximately \$100,000 in postage per year, about half of which is handled through a postage meter. Further decentralization would require considerable training of personnel in the various postage rates and also considerable expenditure for scales, postage meters, and other equipment. It was concluded that the present system of handling postal mailing should continue.

8. The next meeting has been set for 23 April 1963 at 9:30 a.m.

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